

ADMINISTRATIVE ADJUSTMENT APPLICATION

Owner Information

Owner's Name

Address

City, State, Zip

Phone

Fax

Email

Property Information

Assessor's Parcel #

Subdivision

Unit #

Lot #

Address/Location

Zoning

Existing Land Use

Lot Size

Contact Person

Contact's Name

Address

City, State, Zip

Phone

Email

Adjustment Request

Please provide a brief description of the request:

CERTIFICATION & ACKNOWLEDGEMENT

I am applying for an Administrative Adjustment and this application is complete and accurate and I agree to abide by the regulations of this jurisdiction. I understand that by applying for this permit, I am requesting inspection of the permitted development and grant Coconino County Community Development and their inspectors and regulators access and permission to perform inspections.

Incomplete or inaccurate submittals may result in delays, return of submittals, or denial of this application. The Administrative Adjustment is a supplemental permit and other permits may be required for this project. All required permits must be obtained prior to any construction. The applicant is responsible for all changes and additional time required to correct plans between initial and final plans.

I am responsible for contacting the Coconino County Community Development at (928) 679-8850 to schedule all required inspections for this permit.

Signature of Applicant

Date

Signature of Property Owner (if not the applicant)

Date

OFFICE USE ONLY

Received By _____ Date _____

Receipt # _____ Fee _____

Case # _____

Related Cases _____

DIRECTOR ACTION

☐ Approved with Conditions (see attachments) ☐ Denied

Action By _____ Date _____

Expiration _____

ADMINISTRATIVE ADJUSTMENT APPLICATION

SUBMITTAL REQUIREMENTS* (see attached guidelines for minimum requirements)

- ◇ \$60 non-refundable filing fee **or** for lot size adjustments, \$60 for each 1% reduction in parcel size per parcel (e.g. \$600 for a 10% adjustment for each parcel).
- ◇ Two copies of the proposed site plan– *scaled and adequately dimensioned*– detailing property boundaries; existing improvements and uses; proposed improvements and uses; and any proposed signs.
- ◇ If the request is for a setback reduction, a letter approving the adjustment from the adjacent property owners.
- ◇ If the request is for a height adjustment, building elevations and/or cross-sections with detail on existing grade.

*NOTE- The Director of Community Development may require additional information or plans, if they are necessary to enable a determination as to whether the circumstances prescribed for the granting of an Administrative Adjustment exist. The Director of Community Development may authorize omission of any or all of the plans and drawings required by this Section if they are not necessary.

SITE PLAN REQUIREMENTS (continued on next page)

General Property Information: Required

1. Show the entire property (parcel) by the platted property lines; include all property dimensions; and streets labeled.
2. Show the minimum required setback lines (front, sides and rear) conforming to the zoning district. This information is available from Community Development.
3. Direction of slope on property and the direction of natural drainage - accurate topography may be required when necessary.
4. Slopes that exceed 15%, including any cut banks greater than 4' in height.
5. North arrow and site plan scale.
6. Streams, creeks, washes and floodplains.

Existing Property Improvements: Required

1. Location of all existing structures. Label all structures, show dimensions from structure to property lines and distances between structures
2. Location of all existing wells.
3. Location of all existing drainage facilities.
4. Location of all existing septic tanks, leach fields and sewer lines.
5. Location of all existing driveways.
6. Location of all ingress and egress easements and utility easements (when applicable).

Proposed Property Improvements: Required

1. Location and dimensions of all proposed structures in relation to property lines and other structures.
2. Label all proposed structures and cross hatch for clarity.
3. Location of all proposed wells.

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SITE PLAN REQUIREMENTS (continued)

4. Location of all new septic tanks, leach fields and sewer lines.
5. Location of all new driveways and road improvements including type of material.
6. Show all utility connections and line directions:
 - a. Septic tank and Leach field location, reserve area and sewer line locations.
 - b. Water line location.
 - c. Gas line location.
 - d. Liquid propane gas tank location or natural gas meter location (dimension).
 - e. Underground liquid propane tank location (dimension).
 - f. Air conditioner location.
 - g. Electric meter location.
7. Retaining wall locations. Areas to be filled (fills in excess of 4' shall be engineered).
8. Fence locations. Describe type and height of fence.

PERMIT REVIEW TIMEFRAMES*

- ◇ Administrative completeness shall be determined within 30 calendar days of the submittal of a Administrative Adjustment application. Applicants will be notified in writing of an incomplete application with a list of deficiencies. Notice in writing of application deficiencies shall suspend the administrative completeness timeframe until such time as all deficiencies have been addressed.
- ◇ Substantive review of all Administrative Adjustment applications shall be completed within 30 calendar days from the determination that the floodplain Permit application is administratively complete. One written request for additional information may be made to the applicant during this review process.
- ◇ The total timeframe for the granting or denying of a Administrative Adjustment is 60 days.

***Note: Permit review timeframes are provided for compliance with A.R.S §11-1605. Actual timeframes based on a complete application may be considerably shorter.**